



**Michigan Department of Education**  
Office of Special Education & Early Intervention Services

**CONTINUING TEMPORARY APPROVAL FOR  
DIRECTOR OF SPECIAL EDUCATION**

**Policy & Criteria**

**POLICY:**

1. An employer must request continuing temporary approval for a candidate who continues to be employed in successive school years as a director of special education, but who has not met all the coursework requirements.
2. A candidate for continuing temporary approval as a director of special education must have received temporary or continuing temporary approval as a director of special education in the previous school year.
3. A candidate for continuing temporary approval as a director of special education who has not completed all coursework necessary for full approval must have completed 6 semester or equivalent hours toward full approval as a director of special education between September 1 of the previous school year and August 31 of the current school year.
4. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
5. Continuing temporary approval as a director of special education is transferable from one employer to the next.
6. Continuing temporary approval as a director of special education expires at the end of the school year for which it is issued.
7. Continuing temporary approval as a director of special education is effective from the beginning of the school year in which it is requested or the date of employment in the position of director of special education, whichever is later.

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### **CRITERIA:**

1. The candidate has met all criteria required for temporary approval as a director of special education.
2. The candidate must have received temporary approval as a director of special education in the previous school year and will continue to be employed as a director of special education during the succeeding school year.
3. The candidate's university/college of training must provide evidence indicating that at least 6 semester or equivalent hours of coursework towards full approval as director of special education was completed between September 1 of the previous school year and August 31 of the current school year.

### **PROCEDURES:**

#### **The employer (LEA/ISD/PSA/State Agency -Facility) must:**

- Initiate the request by filling out all applicable information on the Continuing Temporary Approval for Director of Special Education form.
- Forward all information to the ISD; retain a copy for your records.

#### **The ISD will:**

- Determine if the request is accurate and complete.
- Forward a copy of the request form to the Michigan university/college of training for a director of special education.

#### **The Michigan University/College will:**

- Complete the Program Verification (PV) form indicating that the candidate has completed 6 semester or equivalent hours of coursework toward full approval as a director of special education between September 1 of the previous school year and August 31 of the current school year.
- Retain a copy of the PV form and all information included in the request.
- Send a copy of the PV form to the ISD.

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### **The ISD will:**

- Review the PV form.
- Complete all applicable information on the request form.
- Retain a copy of the PV form and all information included in the request.
- Submit request electronically to MDE-OSE/EIS, and print the approval letter that is generated automatically after submission.
- Retain a copy of the approval letter. Distribute a copy of the approval letter to the employer.

### **The Employer will:**

- Distribute a copy of the approval letter to the candidate.
- Retain a copy of the approval letter. Distribute a copy of the approval letter to the employer.

### **The employer will:**

- Distribute a copy of the approval letter to the candidate

(Rev. 12/2008)